

**INSTRUCTIONS**  
**FOR PREPARATION, DELIVERY AND COLLECTION OF CARGO**  
**FOR THE PURPOSE OF TRANSPORTATION**  
**ON BOARD THE EXPEDITION VESSEL**  
**CHARTERED BY THE INSTITUTE OF GEOPHYSICS PAS**

**I. General instructions**

1. In order to have one's cargo transported on board the expedition vessel chartered by the Institute of Geophysics, Polish Academy of Sciences (hereinafter referred to as "the Institute"), it is necessary to complete an appropriate form, available on the website of the Polish Polar Station Hornsund ([www.hornsund.pl](http://www.hornsund.pl)). Provision of space on board the vessel for the purpose of cargo transportation is confirmed by means of an appropriate agreement signed with the Institute.
2. All cargo delivered for transportation must be **packaged and prepared for maritime transport**. Each item of cargo must come with properly filled out cargo specification, written in accordance with the template constituting Appendix 1 to this document. **The template of cargo specification must not be modified** or converted to a format other than Excel. Cargo specification must be submitted to the Institute (sent by e-mail to [polar@igf.edu.pl](mailto:polar@igf.edu.pl)) and to the contractor indicated by the Institute as the agency managing the voyage (hereinafter referred to as "the Agency") before the deadline set by the Institute.
3. Each package must be tagged on at least two sides with a cargo label in a format not smaller than A4 (unless the size of the package makes it impossible to use such a format), written in accordance with the template constituting Appendix 2 to this document. The template of cargo label must not be modified. Cargo labels must be protected from getting wet. A failure to tag the cargo in an appropriate manner may result in a refusal to accept it for transportation.
4. Cargo owned by different entities and groups (i.e. cargo transported and paid for on the basis of separate agreements) must not be put in a single collective package (e.g. on a single EUR-pallet).

5. If the cargo contains dangerous materials, prior to its delivery it is necessary to:
  - 1) Inform the Institute (at [polar@igf.edu.pl](mailto:polar@igf.edu.pl)) about the planned transportation of dangerous materials, indicating the type and class of the materials (IMO class and UN code);
  - 2) Receive the Institute's permission to transport these materials;
  - 3) Package and label dangerous cargo according to applicable regulations;
  - 4) Complete cargo specification with information regarding the type, quantity and class (IMO and UN) of the transported dangerous cargo.
6. The Institute reserves the right to refuse to provide space on board the vessel for the purpose of cargo transportation in case of failure to fulfil the conditions laid down in this document, especially if the cargo is not packaged appropriately for maritime transport.

## **II. Detailed instructions: cargo loading and unloading in a port in Poland**

1. Cargo transported from Poland must be delivered to the Agency. Under no circumstances is it allowed to deliver the cargo directly to the vessel or to carry it onto the vessel otherwise than through the Agency. Should it transpire that an attempt was made to carry the cargo onto the vessel independently, the Institute has the right to refuse to fulfil the obligations imposed upon it by the agreement.
2. Before being loaded onto the expedition vessel in Poland, the cargo shall be weighed by the Agency along with the collective package (e.g. EUR-pallette).
3. Cargo returning to Poland may only be collected from the storehouse of the Agency, not earlier than on the day following the day when the unloading was completed by the Agency. Cargo collection shall only be possible against a signed receipt, once the cargo has been weighed (along with the collective package) by the Agency. Under no circumstances is it allowed to collect the cargo directly from the vessel.

## **III. Detailed instructions: cargo loading and unloading in ports in Longyearbyen and Ny-Ålesund**

1. Cargo transported from Longyearbyen and Ny-Ålesund must be delivered to the quay in the port.
2. During cargo loading, a person designated by the owner of the cargo to hand over the cargo for loading onto the vessel must be present at the quay. The

owner of the cargo is obliged to send information about the person, including his/her contact details, to polar@igf.edu.pl not later than 24 hours prior to the vessel's planned arrival at the port of loading. The Institute reserves the right to refuse to provide space on board the vessel for the purpose of cargo transportation in case of failure to designate the above-mentioned person or in case of his/her absence during cargo loading.

3. Cargo transported to Longyearbyen and Ny-Ålesund is unloaded directly onto the quay in the port. The responsibility for collecting the cargo lies with its owner.
4. During cargo unloading, a person designated by the owner of the cargo to collect the cargo must be present at the quay. The owner of the cargo is obliged to send information about the person, including his/her contact details, to polar@igf.edu.pl not later than 24 hours prior to the vessel's planned arrival at the port of unloading. The Institute shall not be held responsible for any uncollected cargo remaining on the quay and shall charge the owner of the cargo with the cost of cargo storage.

#### **IV. Detailed instructions: cargo loading and unloading at the Polish Polar Station in Hornsund**

1. Cargo transported from the Polish Polar Station Hornsund is loaded onto the vessel by the Station's crew with the use of a watercraft belonging to the Institute.
2. During cargo loading, a person designated by the owner of the cargo to hand over the cargo for loading onto the vessel must be present. The owner of the cargo is obliged to send information about the person, including his/her contact details, to polar@igf.edu.pl not later than 24 hours prior to the vessel's planned arrival in Hornsund. The Institute reserves the right to refuse to provide space on board the vessel for the purpose of cargo transportation in case of failure to designate the above-mentioned person or in case of his/her absence during cargo loading.
3. Cargo transported to the Polish Polar Station Hornsund is unloaded directly from the vessel onto a watercraft belonging to the Institute and then unloaded and stored at the Station until collected by the person designated by the owner of the cargo. The owner of the cargo is obliged to send information about the person, including his/her contact details, to polar@igf.edu.pl not later than 24 hours prior to the vessel's planned arrival at the place of unloading.

## **V. Detailed instructions: cargo loading and unloading at field stations**

1. Cargo transported from field stations in Svalbard must be delivered to the vessel by means of a watercraft provided by the owner of the cargo.
2. During cargo loading, a person designated by the owner of the cargo to hand over the cargo for loading onto the vessel must be present. The owner of the cargo is obliged to send information about the person, including his/her contact details, to [polar@igf.edu.pl](mailto:polar@igf.edu.pl) not later than 24 hours prior to the vessel's planned arrival at the place of loading. The Institute reserves the right to refuse to provide space on board the vessel for the purpose of cargo transportation in case of failure to designate the above-mentioned person or in case of his/her absence during cargo loading.
3. Cargo transported to field stations in Svalbard is unloaded directly from the vessel onto a watercraft provided by the owner of the cargo. A failure to provide a watercraft will make it impossible for the cargo to be unloaded. Should this happen, the cargo shall be transported to the port in Longyearbyen or in Poland, depending on voyage route, and the owner of the cargo shall be charged with transportation cost for the entire route and the cost involved in storing any uncollected cargo.
4. During cargo unloading, a person designated by the owner of the cargo to collect the cargo must be present. The owner of the cargo is obliged to send information about the person, including his/her contact details, to [polar@igf.edu.pl](mailto:polar@igf.edu.pl) not later than 24 hours prior to the vessel's planned arrival at the place of unloading.

Appendices:

Appendix 1: Cargo specification template

Appendix 2: Cargo label template

<b>Cargo specification</b>
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**Label – item number**

**Place of unloading**

**Place of loading**

**Type of packaging**

**Dimensions (cm)**

**Weight (kg)**


<b>List of items</b>
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No.	Name	Quantity	Unit	Weight (kg)	Value (PLN)	IMO class*	UN code*
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Name, surname and telephone number of the person responsible for the cargo
* - if applicable

CARGO LABEL:	
PLACE OF UNLOADING:	
PLACE OF LOADING:	
CARGO OWNER (name of instutution or person):	
PERSON RESPONSIBLE FOR CARGO	
Name and surname:	
E-mail:	
Telephone number:	

Method of labeling of loading/unloading place:

Gdynia	-	GDY
Hornsund	-	HOR
Longyearbyen	-	LYB
Kaffioyra	-	KAF
NyAlesund	-	NYA

Note: Please do not modify the cargo label template



Example of a filled out cargo label template:	
CARGO LABEL:	
IGF-1	
PLACE OF UNLOADING:	
HOR	
PLACE OF LOADING:	
GDY	
CARGO OWNER (name of institution or person):	
Instytut Geofizyki Polskiej Akademii Nauk	
PERSON RESPONSIBLE FOR CARGO	
Name and surname:	Jan Kowalski
E-mail:	jan.kowalski@igf.edu.pl
Telephone number:	481234567